

Loan Eligibility: Processing and Underwriting

Establish applicant eligibility and loan amount from application and supporting documentation

Obtain rate lock on Minnesota Housing Loan Commitment System on Minnesota Housing website

Finalize all loan documentation and underwriting

Closing and Disbursement

Conduct Loan Closing

Disburse loan funds to borrowers

For loan secured with mortgage, disbursment will occur after the Right of Recission expires

Selling the Loan

Process True and Certify and upload the complete closed loan file on Loan Commitment System

Use Fix Up Loan Transmittal form to mail selected documents to servicer (AmeriNat) and to Minnesota Housing, as designated on the form

Provide notice of loan sale and servicing transfer to borrower

Provide Temporary Payment coupon to borrower

Final Follow-up Steps

(for loans secured with mortgage)

Submit Mortgage and Assignment of Mortgage to County for recording

Upon receipt of recorded

Mortgage and
Assignment of Mortgage,
follow instructions on Fix
Up Loan Transmittal
forms:

- Mail originals to Servicer (AmeriNat)
- Mail copies to Minnesota Housing